

In the name of Allah, the most beneficent, the most merciful

About filling in this form

- Please use black ink to fill in the form.
- If you make a mistake, cross it out and put the right answer next to it.
- Answer 'Yes' or 'No' questions by ticking the relevant box.
- If you are picking an answer from a list of answers, put a tick in the relevant box.
- Please read all the information and notes in the form.
- Please use the checklist on page 10.
- Please provide photocopies – originals will not be returned.
- Your information and proof of documents must be correct and complete.
- Once completed, you can either scan and email or post the form to us; details can be found on page 10.
- Please note sending an incomplete application or omitting supporting documentation is likely to delay the process considerably.
- **PLEASE REMEMBER TO SIGN AND DATE THE DECLARATION.**

Processing the form and decision

If you have provided all the relevant and requested documentation, we may contact you by phone or home visit to request further information or clarification. Please respond to the queries that are sent to you.

What next?

Once we receive your application, you will be assigned a caseworker. You will be contacted by your caseworker for further queries. They will complete a case report that will be submitted to our Zakat panel who will determine eligibility and approve funds if applicable. We will then notify you about our decision.

Please note we DO NOT distribute cash payments to applicants. For example, our support may be in the form of food parcels or direct payments to creditors and/ or landlords where relevant.

**Part 1 – About you and your partner**

| | You | Your Partner |
|---|-----|--------------|
| Surname | | |
| First name (s) | | |
| I.D / Passport number | | |
| Age | | |
| Date of birth | | |
| Religion | | |
| Marital Status | | |
| Ethnicity/ Tribe | | |
| Area of origin | | |
| How many years have you lived in the area | | |
| Telephone Number (mobile) | | |
| Are you currently employed? | | |
| Do you own property? | | |
| Please describe your type of housing | | |

Part 2 – About any children who live with you

Please provide proof of ID for all children listed below, in the form of a birth certificate or passport copy.

If no children live with you go to Part 3

| | First Child | Second Child | Third Child | Fourth Child |
|-------------------------------------|-------------|--------------|-------------|--------------|
| Surname | | | | |
| First name (s) | | | | |
| Date of birth | | | | |
| Age | | | | |
| Gender | | | | |
| Level of education & name of school | | | | |

Part 3 – About family members and /or dependents who live with you

| | Person 1 | Person 2 | Person 3 |
|---|----------|----------|----------|
| Surname | | | |
| First name (s) | | | |
| Date of birth | | | |
| Gender | | | |
| Relationship to you | | | |
| Are you financially responsible for them | | | |
| Do they get an income (from employment, benefits etc)? Provide details. | | | |

Part 4 – Your Assets

| | You | Your Partner |
|--|--|--|
| Gold (in grams) | | |
| Silver (in grams) | | |
| Do you have a bank account | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| How many accounts do you have? | | |
| Please provide balance for each account: <ul style="list-style-type: none"> • Bank account | | |
| <ul style="list-style-type: none"> • Chama | | |
| <ul style="list-style-type: none"> • Saccos | | |
| Cash in Hand | | |
| Any other investments | | |
| Property (in addition to your home) | | |
| Money owed to you by any third party debtor (if anyone owes you any money please also state when it is due to be paid) | | |

Part 5 – Outstanding Debt (Please provide all relevant documentation as evidence.)

| | You | Your Partner |
|-----------------------------------|-----|--------------|
| 1. Chamas | | |
| Name of chama 1. | | |
| 2. | | |
| 3. | | |
| 2. Personal Debts | | |
| Name of lender 1. | | |
| 2. | | |
| 3. | | |
| 3. Other (please describe) | | |
| Name of lender 1. | | |
| 2. | | |
| 3. | | |
| Total | | |

Part 6 – About your Income

No income from any sources Tick Box

Please state the amount PER MONTH (figures should reflect reality of last 3 months)

| | You | Your Partner |
|-----------------------------|-----|--------------|
| Employment income | | |
| Self-employment income | | |
| Other (please describe) | | |
| TOTAL MONTHLY INCOME | | |

Part 7 – About your expenses (Please state the amount PER MONTH)

| | You | Your Partner |
|-------------------------------|-----|--------------|
| Rent | | |
| Mortgage | | |
| Gas/ Kerosene/ Coal | | |
| Electricity | | |
| Water Rates | | |
| Food | | |
| Medical | | |
| Education | | |
| Loan repayment | | |
| Baby/child related expenses | | |
| Other (please describe) | | |
| TOTAL MONTHLY EXPENSES | | |
| Total Household income | | |

Part 8 – Have you applied to any other organisations for support?

| Name of organisation | Case number & contact person | Amount of funding/ support requested |
|----------------------|------------------------------|--------------------------------------|
| | | |
| | | |
| | | |

Part 9 – About any disabilities

| | You | Your Partner |
|---|--|--|
| Are you disabled | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Description of disability (please provide evidence) | | |

Part 10 – Referees (Please note referees cannot be family members. It is preferred if these references are from a professional e.g. your Imam, community leader e.t.c)

| | Referee 1 | Referee 2 |
|------------------------------------|-----------|-----------|
| Name | | |
| Address | | |
| Postcode | | |
| Telephone | | |
| E-mail | | |
| Relationship with applicant | | |
| Number of years known to applicant | | |



Part 11 – Please explain your situation & how you would like Zakat Group to help you

How did you hear about Zakat Group?

Part 12 – Previous applications

| | | |
|---|------------------------------|-----------------------------|
| Have you previously applied for support from Zakat? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|---|------------------------------|-----------------------------|

If yes, please state the date of your application and your previous application number below.

| | |
|------------------------------|--|
| Date of previous application | |
| Previous application number | |

Please note you may only reapply on the basis of new or exceptional circumstances.



Declaration

I testify in front of Allah (SWT) that the information provided on this form is true and accurate to the best of my knowledge.

I testify that I am not submitting a fraudulent application and that I am genuinely in need of support.

I agree that the information provided in this application form will be utilised in connection with this request for Zakat.

I understand that my personal information will remain private and confidential and that any sharing of information will be limited for the purpose of processing my application. I also give my consent to Zakat to make reasonable enquiries relating to my application.

Should my application be successful then I consent to Zakat receiving and distributing Zakat funds on my behalf in a manner that the organisation sees fit and in line with the needs highlighted in my application.

| | You | Your Partner |
|-----------|-----|--------------|
| Name | | |
| Signature | | |
| Date | | |

MUST SIGN AND DATE APPLICATION OR APPLICATION WILL NOT BE PROCESSED.

The following is a list of documents you must provide where relevant:

- ID for main applicant and your partner – passport (Part 1)
- ID for all children – birth certificate or passport (Part 2)
- Debt related documentation (Part 5)
- Proof of earning (e.g. last three months' payslips)
- Itemised bank statements (last three months)
- Proof of address (utility bill) Tenancy agreement
- Documents describing status if you are on a visa, a refugee or an asylum seeker
- Any other relevant documentation

Please only provide photocopies as originals cannot be returned.

Please note that sending an incomplete application or omitting supporting documents is likely to delay the process considerably. If you are unable to provide any of the required information for a valid reason, please continue to submit your application but do explain why you have been unable to supply the relevant documents

Once completed, you can scan the form and documents then EMAIL to: apply@zakat.co.ke

OR

POST the completed application form and certified documents to **P.O.Box 3342 – 00506.**

If you have any queries please send us an email at the address above.

In case of emergency please call: **0792 79 69 91**